

Rensselaer Plateau Alliance

Conservation Through Community

PO Box 790, Averill Park, NY 12018 • www.rensselearplateau.org

RPA Mission Statement

The Rensselaer Plateau Alliance (RPA) works with the community to promote and facilitate the conservation of the Rensselaer Plateau's undeveloped and unfragmented forests and other ecologically important areas. These possess many significant natural features and provide many benefits including natural habitats for plants and animals; forest products, recreation and most importantly, water and air quality.

Rensselaer Youth Outdoors Program Coordinator

Position Description

The Rensselaer Youth Outdoors (RYO) Program Coordinator will work with a range of partners to establish and operate the Rensselaer Plateau Children's Forest Program. He/she will oversee the RYO program that involves children in multiple grades from multiple Rensselaer County school districts, will work directly with teachers, administrators and families. The RYO Coordinator will work to grow the program by engaging new schools and by taking the lead on fundraising with support from the partner organizations.

Essential Functions

Coordinate with a partnership of regional organizations and school districts to grow the newly formed Rensselaer Youth Outdoors and develop place-based environmental education curriculum;

Specific Responsibilities

Specific responsibilities may include:

- working with key stakeholders, organizing and running meetings, strategic planning, and facilitating partnerships;
- recruiting teachers whose students will participate in the pilot project;
- assisting DPEEC and GLSP personnel in the development of curricula for RYO;
- establishing a volunteer training program for on-site environmental educators, potentially including regional college students;
- documenting Rensselaer Youth Outdoors activities, including photography, and reporting progress to group partners on a regular basis;
- overseeing the development of a website devoted to RYO and creating other forms of public relations material and social media;
- with assistance, take a lead in fundraising and grant writing to support RYO;
- and other tasks deemed necessary to the RYO project.

The Coordinator reports directly to the Director of Dyken Pond Environmental Education Center but will also work closely with RPA and GLSP staff. The position is based at Dyken Pond Environmental Education Center in Grafton, NY, but is hired under the auspices of the Rensselear Plateau Alliance.

Abilities, Skills, Qualifications

1. Experience in education of youth is required; experience in environmental education strongly preferred ;
2. Experience in project planning, development, and coordination;
3. BS in education or natural history strongly preferred;
4. Experience working in a setting with diverse stakeholders;
5. Excellent written and oral communication skills;
6. Excellent people skills and an ability to work with committees, colleagues and others;
7. Proven organizational skills and ability to juggle multiple priorities;
8. Availability to work occasional evenings and weekends, as required.
9. Proficiency in Microsoft Office programs;
10. Ability to move or transport program materials; ability to frequently move through natural environment settings including trails and woods.

Schedule and Work Location

This position allows for a flexible schedule within the following framework:

- 1) The position is 20 hours per week;
- 2) Based at Dyken Pond EEC, with option to work from home on agreed upon basis
- 3) Attend off-site meetings as needed.

The Rensselaer Plateau Alliance is an equal opportunity employer.